

Educational Coach Job Description



Educational Coach

The Educational Coach plays a vital role in the success of a student's participation in the ICE Program at HCC. Educational Coaches help students to understand themselves as learners, teach students how to advocate for themselves, and provide natural supports, as minimally as possible. Each Educational Coach will help enrolled students in making the transition to college life.

The Educational Coach job is a full- or part-time position, funded and appointed by the sending district, which requires that the Educational Coach work on-campus with the participants in the program. The Educational Coach, High School Liaison, and the ICE Learning Specialist are key staff members who work together to develop a community conducive to student success by encouraging positive behaviors.

Qualifications:

The ideal candidate shall possess the following qualifications:

- Teaching and/or tutoring experience, preferably in special education.
- Experience in postsecondary education (may be as a student).
- Strong and tactful advocate for young adults embarking on adult life.
- Able to work flexible hours, college calendar.
- Ability to communicate in a positive manner and relate to students, college faculty/staff, high school staff and families.
- Ability to work independently including taking initiative, being dependable and responsible.

Responsibilities:

Educational Coaches for the ICE Partnership Program will have the following responsibilities:

- Support individual students with intellectual disabilities, age 18-22, in inclusive postsecondary educational settings.
- Be available to attend new student campus tours, orientation, person-centered planning, intake meetings, and professional development trainings.

- Coach students in the typical role of college student including appropriate classroom behavior, study skills, test taking skills, time management, and organizational skills.
- Assist students in accessing campus resources including OSD/DS, CAPS center, computer labs, assistive technology center, student life, library, career center, Bartley Athletic Center and campus police.
- Help students plan and practice personal safety techniques, self-advocacy and assertiveness skills, and social skills, allowing students to be as independent as possible in the college environment.
- Assist students in travel training.
- Complete all logs and paperwork as assigned by high school liaison.
- Work with assistive technology center to develop learning strategies to assist students.
- Review and encourage use of educational accommodations for those students taking classes for credit and/or make appropriate curriculum adaptations to fulfill course requirements for audit status.
- Strategize with the student on how to communicate with faculty regarding educational plans, attendance and fulfillment of credit/audit status.

